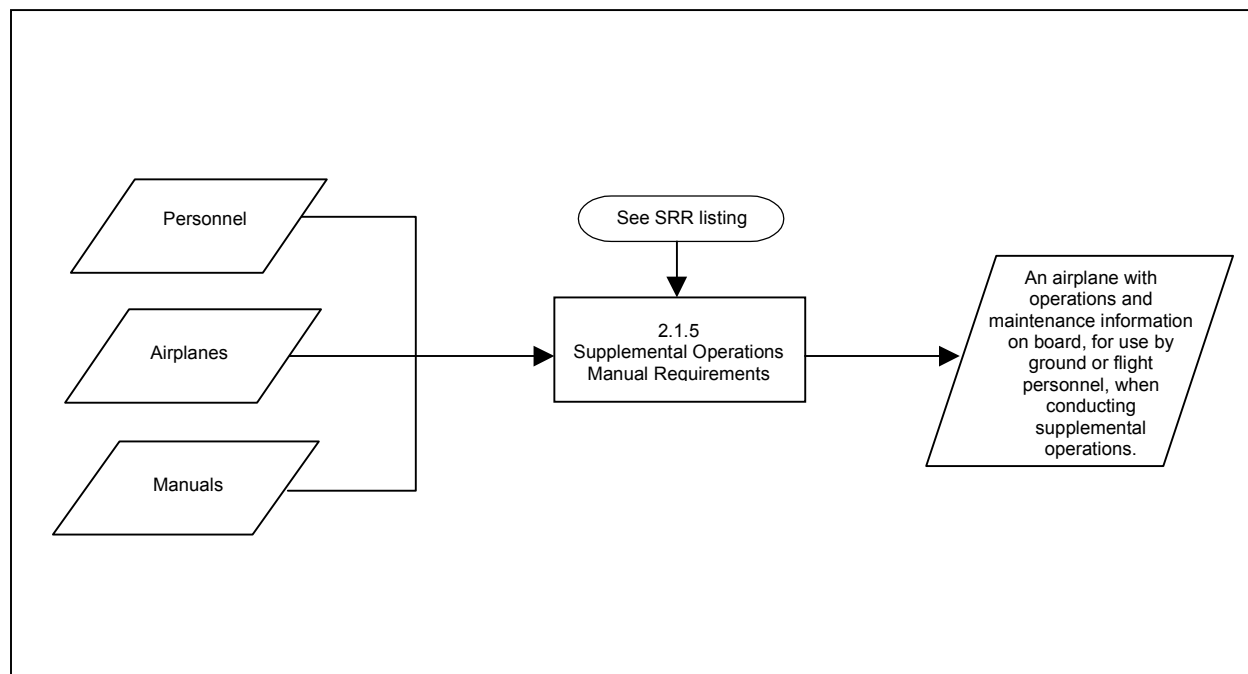


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ELEMENT SUMMARY INFORMATION

Element: 2.1.5 Supplemental Operations Manual Requirements

Purpose of this Element (Air Carrier's responsibility): To ensure that the required operations and maintenance information is available during supplemental operations.

Objective (FAA responsibility): To determine if the Air Carrier follows its policies, procedures, and controls for the Supplemental Operations Manual Requirements.

Inputs:

- Personnel
- Airplanes
- Manuals

Outputs:

- An airplane with operations and maintenance information on board, for use by ground or flight personnel, when conducting supplemental operations.

Performance Measures:

- While conducting supplemental operations, airplanes have the required operations and maintenance information on board.

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SRR:

- 121.139 (a) Requirement for manual aboard aircraft: Supplemental Operations
- 121.360 (b) Ground proximity warning / glide slope deviation alerting system

Other CFRs and/or FAA Guidance: N/A

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SRR SPECIFIC INFORMATION

SRR	Intent	Inspectors
121.139 (a)	To require that air carriers carry sufficient operations and maintenance information on each airplane, for use by ground or flight personnel, when conducting supplemental operations.	<i>Certification:</i> Operations and Maintenance <i>Surveillance:</i> Operations and Maintenance
121.360 (b)	TBD	<i>Certification:</i> <i>Surveillance:</i>

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2.1.5 Supplemental Operations Manual Requirements

SECTION 1 - RESPONSIBILITY ATTRIBUTE

Objective: To determine if there is a clearly identifiable, qualified, and knowledgeable person who is accountable for the quality of the Supplemental Operations Manual Requirements process.

To meet this objective, the inspector will accomplish the following tasks:

1. Identify the person who is responsible for the quality of the Supplemental Operations Manual Requirements process.
2. Review the description in the Manual that delineates the duties and responsibilities of the person.
3. Evaluate the person's qualifications and work experience (or resume', if appropriate).
4. Review the appropriate organizational chart.
5. Discuss the Supplemental Operations Manual Requirements process with the person.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Is there a clearly identifiable person who is answerable for the quality of the Supplemental Operations Manual Requirements process?	<input type="checkbox"/> YES If yes, provide the name: <input type="checkbox"/> NO If no, explain:
2. Does the person understand the procedures associated with the Supplemental Operations Manual Requirements process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
3. Does the person understand the controls associated with the Supplemental Operations Manual Requirements process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
4. Does the person understand the interfaces associated with the Supplemental Operations Manual Requirements process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
5. Does the person understand the process measurements associated with the Supplemental Operations Manual Requirements process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
6. Is the responsibility of this position clearly documented in the air carrier's Manual(s)?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7. Are the qualification standards for this position clearly documented?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7a Are the qualification standards for this position appropriate for the duties that are assigned?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
8. Does the person meet the qualification standards?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
9. Does the person acknowledge that he/she has responsibility for the Supplemental Operations Manual Requirements process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
10. Does the person know who has authority to establish and modify the Supplemental Operations Manual Requirements process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO

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SECTION 2 – AUTHORITY ATTRIBUTE

Objective: To determine if there is a clearly identifiable, qualified, and knowledgeable person with the authority to establish and modify the Supplemental Operations Manual Requirements process.

To meet this objective, the inspector will accomplish the following tasks:

1. Identify the person who has the authority to establish or modify the Supplemental Operations Manual Requirements process.
2. Review the description in the Manual that delineates the duties and responsibilities of the person.
3. Evaluate the person's qualifications and work experience (or resume', if appropriate).
4. Review the appropriate organizational chart.
5. Discuss the Supplemental Operations Manual Requirements process with the person.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Is there a clearly identifiable person who has authority to establish and modify the air carrier's policies for the Supplemental Operations Manual Requirements process?	<input type="checkbox"/> YES If yes, provide the name: <input type="checkbox"/> NO If no, explain:
2. Does the person understand the procedures associated with the Supplemental Operations Manual Requirements process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
3. Does the person understand the controls associated with the Supplemental Operations Manual Requirements process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
4. Does the person understand the interfaces associated with the Supplemental Operations Manual Requirements process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
5. Does the person understand the process measurements associated with the Supplemental Operations Manual Requirements process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
6. Is the authority of this position clearly documented in the air carrier's Manual(s)?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7. Are the qualification standards for this position clearly documented?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7a Are the qualification standards for this position appropriate for the duties that are assigned?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
8. Does the person meet the qualification standards?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
9. Does the person acknowledge that he/she has authority for the Supplemental Operations Manual Requirements process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
10. Does the individual know who has the responsibility for the Supplemental Operations Manual Requirements process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
11. Are the procedures for delegation of authority clearly documented for the Supplemental Operations Manual Requirements process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO

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SECTION 3 – PROCEDURES ATTRIBUTE

Objective: To determine if the air carrier has documented procedures for accomplishing the Supplemental Operations Manual Requirements process.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the Supplemental Operations Manual Requirements process to ensure that they contain who, what, where, when, and how.
2. Review the FAA Guidance and Specific Regulatory Requirements (SRR) included in the supplemental information section of this SAI.
3. Discuss the Supplemental Operations Manual Requirements process with appropriate personnel to gain an understanding of the procedures.
4. Observe the Supplemental Operations Manual Requirements process to gain an understanding of the procedures.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Do written procedures exist to achieve the desired result of the Supplemental Operations Manual Requirements process:

1.1 Do procedures exist to ensure that the required operations and maintenance manuals are carried on board each airplane while conducting supplemental operations? [SRR 121.139 (a)]

☐ YES If no, explain:
☐ NO

1.2 Do procedures exist to ensure that equipment for reading non-paper manuals are on board during supplemental operations? [SRR 121.139 (a)]

☐ YES If no, explain:
☐ NO

2. Do the procedures identify: who, what, where, when and how?

☐ YES If no, explain:
☐ NO

3. Are the procedures in compliance with the CFR(s)?

☐ YES If no, explain:
☐ NO

4. Do the procedures conform to other written guidance (E.g., Operations Specifications, FAA Orders, Airworthiness Directives, Advisory Circulars, Handbook Bulletins, Directives, and Manufacturer's Recommendations)?

☐ YES If no, explain:
☐ NO

5. Does the air carrier have the resources to support the written procedures for the Supplemental Operations Manual Requirements process?

☐ YES If no, explain:
☐ NO

6. If alternate procedures exist for use during irregular conditions, do they achieve the same desired results as the primary procedures so that an equivalent level of safety is maintained? (E.g., a manual system used as a result of equipment failure).

☐ YES If no, explain:
☐ NO
☐ N/A, No alternate procedures exist for this element

7. Are the procedures published in different manuals relating to the Supplemental Operations Manual Requirements process consistent?

☐ YES If no, explain:
☐ NO

8. Does the air carrier have a documented method for assessing the impacts of procedural changes to the Supplemental Operations Manual Requirements process?

☐ YES If no, explain:
☐ NO

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SECTION 4 – CONTROL ATTRIBUTE

Objective: To determine if checks and restraints are designed into the Supplemental Operations Manual Requirements process to ensure a desired result is achieved.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the Supplemental Operations Manual Requirements process.
2. Review the FAA Guidance and Specific Regulatory Requirements (SRR) included in the supplemental information section of this SAI
3. Discuss the Supplemental Operations Manual Requirements process with appropriate personnel to gain an understanding of the controls.
4. Observe the Supplemental Operations Manual Requirements process to gain an understanding of the controls.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Are the following checks and restraints built into the Supplemental Operations Manual Requirements process:

1.1 Does flight release require the pilot in command to verify that the specified manuals, and any necessary reading devices, are on board during supplemental operations?

☐ YES If no, explain:
☐ NO

2. Do the checks and restraints ensure the desired result is achieved for the Supplemental Operations Manual Requirements process?

☐ YES If no, explain:
☐ NO

3. Does the air carrier have a documented method for assessing the impacts of any changes made to checks and restraints in the Supplemental Operations Manual Requirements process?

☐ YES If no, explain:
☐ NO

4. Does the air carrier have the resources to support the checks and restraints for the Supplemental Operations Manual Requirements process?

☐ YES If no, explain:
☐ NO

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SECTION 5 - PROCESS MEASUREMENT ATTRIBUTE

Objective: To determine if the air carrier measures and assesses the Supplemental Operations Manual Requirements process, to identify and correct problems or potential problems.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the Supplemental Operations Manual Requirements process.
2. Discuss the Supplemental Operations Manual Requirements process with appropriate personnel to gain an understanding of the process measures.
3. Observe the Supplemental Operations Manual Requirements process to gain an understanding of the process measures.

To meet this objective, the inspector will determine and record answers to the following questions:

1. <Deleted>

2. Does the air carrier's Supplemental Operations Manual Requirements process include the following process measurements?

2.1 Record, evaluate, and report to the appropriate Department Head the number of times that the specified manuals were not carried during supplemental operations.

☐ YES If no, explain:
☐ NO

2.2 Record, evaluate, and report to the appropriate Department Head any information that was requested because it was not available in manuals during supplemental operations.

☐ YES If no, explain:
☐ NO

3. Does the air carrier document their process measurement methods and results?

☐ YES If no, explain:
☐ NO

4. Are the air carrier's process measurement methods effective?

☐ YES If no, explain:
☐ NO

5. Does the air carrier use their process measurement results to improve their programs?

☐ YES If no, explain:
☐ NO

6. Are the process measurement results accessible to the FAA?

☐ YES If no, explain:
☐ NO

7. Does the organization that conducts the process measurement have direct access to the person with responsibility for the Supplemental Operations Manual Requirements process?

☐ YES If no, explain:
☐ NO

8. Does the air carrier have the resources to support the process measurement for the Supplemental Operations Manual Requirements process?

☐ YES If no, explain:
☐ NO

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2.1.5 Supplemental Operations Manual Requirements

SECTION 6 – INTERFACES ATTRIBUTE

Objective: To determine if the air carrier identifies and manages the interactions between the Supplemental Operations Manual Requirements process and the other element processes within the air carrier organization.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the Supplemental Operations Manual Requirements process.
2. Discuss the Supplemental Operations Manual Requirements process with appropriate personnel to gain an understanding of the interfaces.
3. Observe the Supplemental Operations Manual Requirements process to gain an understanding of the interfaces.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Are the following interfaces identified for the Supplemental Operations Manual Requirements process:

1.1 Aircraft Configuration Control (System 1.0)

☐ YES If no, explain:
☐ NO

1.2 Manuals (System 2.0)

☐ YES If no, explain:
☐ NO

1.3 Flight Operations (System 3.0)

☐ YES If no, explain:
☐ NO

1.4 Personnel Training and Qualifications (System 4.0)

☐ YES If no, explain:
☐ NO

1.5 Technical Administration (System 7.0)

☐ YES If no, explain:
☐ NO

2. List any additional interfaces identified:

3. Are there written procedures for the use of air carrier personnel in the application of these interfaces?

☐ YES If no, explain:
☐ NO

4. Are there controls to ensure that interfaces occur?

☐ YES If no, explain:
☐ NO

5. Are the interfaces between the Supplemental Operations Manual Requirements process and other processes treated consistently in the Manual(s)?

☐ YES If no, explain:
☐ NO